

## Carbon Neutral Action Report Northwest Community College

### Executive Summary

Northwest Community College has ten campuses from Haida Gwaii to Houston and therefore faces a number of unique challenges in the reduction of greenhouse gases and achieving carbon neutrality. The college has implemented a number of initiatives and strategies to this end, and strives to be a catalyst in leading our communities in environmental best practices. Some initiatives currently underway are: conservation and fuel reducing strategies including implementation of video-conferencing, carpooling, regular fleet maintenance and procurement of energy efficient fleet vehicles. NWCC is expanding the recycling inventory to include such items as: all paper goods, cardboard, drink containers and electronic devices, and is actively engaged with community partners to initiate a composting project at the Terrace Campus. The College hosts an annual Community Green Fair, and annually, as resources allow, performs a number of energy conservation initiatives, for example: lighting retrofits DDC upgrades/boiler burner conversions, and building audits..

### Objectives

In addition to the government's GHG reduction objectives, NWCC has these objectives: Promote a leadership role with other Public Sector organizations and municipal agencies, encourage greener practices and procedures college-wide, implement green initiatives cited in the green audits performed in summer of 2008, Focus on four key areas for improvement such as: Fleet driver training, Increase use of 30% recycled paper, promotion of anti-idling behavior, Implement nightly computer lab shutdowns.

## Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008.

### 1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	In progress	To reduce NWCC fleet fuel consumption by 10%	NWCC has downsized a commuter vehicle and maintenance truck. There is already significant reduction in fuel consumption.
Initiated new fleet maintenance program (could include – changing filters, checking tire pressure, regular check-ups)	Complete		For every vehicle booking in college fleet, thorough pre-trip inspections are conducted. Vehicles are maintained as per manufacturer's instructions.
Established anti-idling behaviour change program (e.g. signs, stickers, messages)	In progress		Awareness, reminders and signage have promoted NWCC's anti-idling campaign in Terrace and Smithers Campuses.
Encouraged car pooling in fleet vehicles	Complete		Regional staff schedule to carpool and periodic reminders will continue.
Changed to manual lawn and yard maintenance equipment	In progress		Wherever practical, manual equipment is selected over power tools.
Established travel reduction goals	In progress		Wherever practical, staff are encouraged to video conference meetings.
Adopted a travel policy	In progress		

## 1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # computers with EnergyStar models	In Progress		All CRT monitors are being replaced with energy-efficient LCD screens.
Turned off lights in unused rooms	In Progress		Many areas have motion sensor lighting, in areas that don't, we are installing localized signage as a reminder
Replaced Refrigerators (EnergyStar rated appliance)	In Progress		
Replaced other appliances (with EnergyStar rated appliance)	In Progress		In addition, all appliances must meet CSA approval.
Installed multi-function devices (and removed stand-alone printers/faxes)	In Progress		Where practical, multi-functional machines are installed and many machines are shared.
Replaced standard bulbs with CFLs	In Progress		
Installed motion activated lights	In Progress		This is a standard specification in all retrofit lighting projects
Undertaken lighting retrofit	In Progress		Terrace, Prince Rupert, Hazelton, and Morice building (Houston) are complete
Unplugged unused equipment	In Progress		Ongoing process to remind and educate college community.
Applied for LEED existing building rating	In Progress		Prince Rupert campus was built to LEED standards. Renewal of Smithers campus will be constructed to LEED gold standards.
Undertaken building energy audit at LOCATION(s)	In Progress		Completed for Terrace and Houston
Initiated or completed a building energy retrofit	In Progress		NWCC has applied for multiple sources of funding for purpose of energy conservation

## 1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	In Progress		Currently at about 5% of consumption volume of recycled paper, plan is to increase this percentage of use.
Initiated automatic double sided printing	In Progress		Default setting on new printing equipment is double-sided.
Changed document template margins	In Progress		Print shop encourages publications to be double-sided. Also, wherever possible, printers are set to print both sides as a default.
Developed document library (online and one printed copy) for large documents	Complete		Comprehensive library of documents and forms are available on college portal. Forms are added as needed.
Re-used non-confidential scrap paper	In Progress		
Used laptops/tablets	In Progress		Upgraded and recycled as required.

Restructured a process to use less paper	In Progress	NWCC Has reduced use of paper on many publications such as course calendars	
<b>Actions on non-paper related supplies:</b>			
Chose "Green" items from Distribution Centre	In Progress	Increasingly purchasing "green" items such as cleaning solutions, road salt, fertilizer etc.	
Encouraged re-use of furniture and equipment	In Progress	Any items not re-used in college system are donated to charity.	
<b>1.4 Travel</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
Trained staff in the use of Live Meeting (or other desktop collaborative software)	In Progress		Part of Information Technology plan
Installed Video Conferencing facilities	In Progress		Five of the campuses have video-conferencing capability.
Mandated car pooling to government meetings	In Progress		
<b>1.5 Employee Engagement</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
Provided climate change education	In progress		The annual Green Fair provided NWCC the opportunity to promote many aspects of environmentally-friendly options and energy conservation.
Provided conservation education	In progress		same as above
Held contests to change behaviour/make pledges	In progress		Houston campus conducted this
Held contests/support to generate ideas	In progress		Developed "Top 10 Green List"
Developed Green Teams	Complete		
Supported Green Teams (resources)	In progress		
Provided green tips	In progress		Through Portal site
Supported professional development	In progress		
<b>1.6 Sustainability Actions (others)</b>			
<b>Action</b>	<b>Action Taken</b>	<b>Outcome/Performance Measure</b>	<b>Notes Clarifying Action Taken</b>
Took water conservation measures – low flow showers or toilets, fix leaks	In Progress		Renovations or new construction mandate greener water dispensing products (Prince Rupert and Houston Morice Building)
Reduced/replaced bottled water with filtered or refrigerated water	In Progress		Smithers campus is committed to using tap water.
Improved recycling measures	In Progress		During the last calendar year, we have included cardboard recycling and expanded existing program for remaining recyclable goods. We have co-located recycling containers with regular waste containers and installed signage.

Supported composting	In Progress	Smithers initiated "workshops" composting. Grant was awarded by Regional District for Kitimat-Stikine for development and implementation of compost system at Terrace Campus
Used re-usable dishes	Complete	
Purchased green cleaning products	In Progress	As janitorial contracts expire, we are including "green" cleaning products as new specification.
Used green (low-e paints)	In Progress	
Supported sustainable procurement practices	In Progress	
Adopted low-carbon contracting practices	In Progress	
<b>Installation of energy efficient capital equipment</b>	In Progress	In major HVAC retrofits or new construction, all equipment is to be specified as energy efficient including payback period.

## Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

<b>Overview</b>	Northwest Community College is committed to annual improvement toward the goal of reducing greenhouse gas emissions and will focus on four main areas in the next 12 months: Fleet driver training to reduce fuel use, anti-idling implementation at all campuses, increasing the percentage of recycled paper (and reducing overall paper consumption), and initiating computer and monitor shut down nightly to preserve energy. These plans will enhance those already in progress (see above section).
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### 2.1 Mobile Fuel Combustion

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide driver training to reduce fuel use	Planned	100% of all fleet users to have driver training.	NWCC intends to provide driver training and it will be a condition of use for all fleet vehicles.	Jan. 2010
Establish anti-idling behaviour change program (e.g. signs, stickers, messages)	In Progress	Anti-idling program to be implemented at all ten campuses	Signage, education	Spring 2010
Encourage use of public transit/active transportation	Planned		Annual "Green Fair" is held at a different campus annually	Fall 2009 and Spring 2010
Encourage alternatives to travel in fleet vehicles – bicycles, scooters, electric carts	Planned		Same as immediately above	Jan. 2010

### 2.2 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Supply power bars – to turn off power to non-essential items when not in use (e.g. phone chargers)	In progress		Will be an item on "Green Tips" list	Jul. 2009
Ask staff to close blinds daily	In progress		Global notification for green tips will be completed as a result of this survey	Jul. 2009
Encourage staff to use stairs			Same as above	Jul. 2009
Turn off lights in unused rooms			Same as above	Jul. 2009
Initiate corporate computer shut-down/wake-up for maintenance	Planned	80% of all computer labs to shutdown nightly.	This will be IT policy to be integrated with staff and student education.	Mar-10

### 2.3 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	Planned	15% consumption volume	Increase the consumption volume from 5% to 15% of 30% type recycled paper	Fall 2010
Commit to hold paperless meetings	Planned		With improved features on intranet and computerized notebooks, this is becoming a reality.	Jan. 2011